

## COUNCIL POLICY STATEMENT

Date Issued: 6-5-74

General Subject: NAMING OF COMMITTEES

Effective Date: 6-5-74

Specific Subject: Procedure for Creating Standing  
Committees

Cancellation Date:

Supersedes No.

Copies to: City Council, City Manager, City Attorney, Department  
Heads, Press, FileBACKGROUND:

Over the years a great number of committees have been established by various City Councils. A consultant has evaluated the process used in the past and has recommended a procedure for creating future committees.

PURPOSE:

To establish a City policy as to the procedure for creating committees.

POLICY:

All committees will be established by resolution and approved by the City Council. A sample resolution (Exhibit 'A') is attached setting forth the format to be followed.

PROCEDURE:

The City Manager will provide forms to individuals wishing to serve on committees. A list of names will be furnished to the Mayor and Council for their use in selecting members. The Mayor and Council may supplement this list with additional names.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF CARLSBAD, CALIFORNIA CREATING  
AND ESTABLISHING THE (Name of Committee)

WHEREAS, - Set forth need

WHEREAS, - Purpose

WHEREAS, - Set for justification

THEREFORE, BE IT RESOLVED by the City Council of the  
City of Carlsbad, California:

- Section 1. Authorization, statutory provisions and name.
- Section 2. Type of committee, i.e., advisory, and qualifications for members.
- Section 3. Charge, functions, goals, objectives, duties, responsibilities, scope, powers.
- Section 4. Organization - number of members.
- Section 5. Appointment authority to original committee, filling vacancies thereafter, length of terms, chairman selection, and removal process of members, including, but not limited to, absences.
- Section 6. Procedures and meetings - rules of conduct.
- Section 7. Method and frequency that committee reports to Council and City Manager, including forwarding of committee minutes to Council and City Manager.
- Section 8. Assistance to be provided by City, i.e., professional, staff, financial.
- Section 9. Ex officio members - staff liaison.
- Section 10. Termination - when will committee terminate, dissolve, and by what process.
- Section 11. Compensation for members (if any) and reimbursement for expenses.

PASSED, APPROVED AND ADOPTED at a regular meeting  
of the City Council of the City of Carlsbad, California,  
held on the \_\_\_\_\_ day of \_\_\_\_\_, 1974, by the  
following vote, to wit:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
ROBERT C. FRAZEE, Mayor

ATTEST:

\_\_\_\_\_  
MARGARET E. ADAMS, City Clerk

(SEAL)